

TOWN PLANNING INSTITUTE OF CANADA.

CONSTITUTION and BY-LAWS

Adopted July 5 1920.





Town Planning Institute of Canada.

CONSTITUTION

- Art. 1. The name of this organization shall be the Town Planning Institute of Canada.
- Art. 2. The headquarters of the Institute shall be in the City of Ottawa and residence in Canada shall be a condition of election to membership.
- Art. 3. The objects of the Institute shall be:—
- (a) To advance the study of town planning, civic design, and kindred subjects, and of the arts and sciences applying to these subjects.
 - (b) To promote the scientific and artistic development of land in urban and rural districts.
 - (c) To secure the Association of those interested in the study of Town Planning and to promote their interests.
- Art. 4. Proposed changes to the Constitution must be reduced to writing and signed by not less than ten members of the Institute and submitted to the Secretary not later than thirty days before the Annual General Meeting. Such changes shall be in order for discussion at the Annual General Meeting, and it shall also be in order for the proposers of the changes to amend them slightly or to withdraw them should they so desire.

The Secretary shall mail the ballot for the proposed changes to each member of the Institute qualified to vote, not later than thirty days after the Annual Meeting. The letter ballot shall be returnable to the Secretary not later than seven months after the Annual General Meeting. Scrutineers appointed by the Council shall immediately thereafter count the ballots and report the result to the Council.

An affirmative vote of a majority of the total membership qualified to vote shall be necessary for the adoption of any change.

Changes so adopted shall take effect immediately after the next Annual General Meeting.

BY - LAWS.

1. The Institute shall consist of :
- Honorary Members
 - Members
 - Associate Members
 - Legal Members
 - Legal Associate Members
 - Students
 - Associates.

HONORARY MEMBERS.

2. Honorary Members of the Institute shall comprise distinguished persons who may be elected from time to time as honorary members because of special interest in Town Planning within the objects of the Institute, and who by reason of their position or their experience, appear to the Council to be able to render assistance in promoting the objects of the Institute.

Honorary Members are not entitled to vote.

MEMBERS.

3. Every candidate for election as a Member shall be at least twenty-five years of age, and a member of the Royal Architectural Institute of Canada, or of a recognized Provincial Association of Architects; a corporate member of the Engineering Institute of Canada, a Dominion Land Surveyor, or a Provincial Land Surveyor; a member of a recognized association of Landscape Architects; or a member of the Town Planning Institute of Great Britain. Or he shall be an Architect, an Engineer, a Landscape Architect, a land Surveyor, a Sculptor, an Artist or a Sociologist, who is in actual practice or in charge of a department, and who, while not being a member of any of the Institutions above referred to, has at the date of his application for membership attained a degree of experience in matters relating to town planning satisfactory to the Council.

He shall, prior to his election, have passed the qualifying examination for members imposed by the Institute, or been exempted therefrom by the Council under the powers conferred upon them on that behalf.

Members are entitled to vote.

ASSOCIATE MEMBERS

4. No one shall be admitted to the class of Associate Member after October 30, 1920; but those who have been admitted on or before that date may remain as Associate Members until they shall have complied with the conditions and have been transferred by Council to the class of Members.

Associate Members are entitled to vote.

LEGAL MEMBERS.

5. Every candidate for election as a Legal Member shall be at least thirty years of age, a duly qualified barrister, and a member of a recognized law society. He shall, prior to his election, have passed the law examination imposed by the Institute or been exempted therefrom by the Council under the powers bestowed upon them on that behalf.

Legal Members are entitled to vote.

LEGAL ASSOCIATE MEMBERS.

6. No one shall be admitted to the class of Legal Associate Member after October 30, 1920; but those who have been admitted on or before that date may remain as Legal Associate Members until they shall have complied with the conditions and have been transferred by Council to the class of Legal Members.

Legal Associate Members are entitled to vote.

STUDENTS.

7. Every candidate for election as Student shall be not less than nineteen years of age, and a pupil or assistant of a member or of one eligible for membership in the Town Planning Institute of Canada, or he shall be studying with a view to entering one or other of the professions of Architecture, Landscape Architecture, Engineering, Land Surveying, Town Planning, or Law at a place of professional instruction approved by the Council. He shall, prior to his election, have passed the examination imposed by the Institute, or been exempted therefrom by the Council under the powers conferred upon them on that behalf.

Students are entitled to attend General Meetings, to take part in discussions, and to receive all literature sent out by the Institute; but they are not entitled to vote nor to hold office.

ASSOCIATES.

8. An Associate of the Institute shall signify any person, who, while not eligible as a professional member, shall be an active member of a body associated with town planning or of a town planning commission, a medical officer, or a member of some municipal council, who shall in some manner have acquired knowledge of, or practical experience in some one or more of the aspects of town planning.

Associates are entitled to attend General Meetings, to take part in discussions, and to receive all literature sent out by the Institute; but they are not entitled to vote.

9. The four classes of members who have the right to vote, namely, Members, Associate Members, Legal Members and Legal Associate Members, shall be known as Corporate Members of the Institute.

OFFICERS.

10. The Officers of the Institute shall be a President, three Vice-Presidents, a Secretary-Treasurer, a Librarian, and ten Councillors. These shall form the Council of the Institute.
11. The term of office shall be one year beginning at the close of the Annual Meeting; but officers shall remain in office until their successors have been duly elected.
12. A vacancy occurring in any of the offices shall be filled by the Council until the next Annual Meeting.

MANAGEMENT.

13. The affairs of the Institute shall be managed by the Council.
14. The President, or in his absence one of the Vice-Presidents, shall preside at meetings of the Institute and of the Council and shall be **ex-officio** a member of all Committees.
15. The Secretary-Treasurer shall present the business for meetings of the Institute and of the Council and shall make and keep a record of the proceedings thereof; he shall attend to the correspondence of the Institute and keep records of the same; he shall attend to the collection of fees and other moneys due the Institute and certify to the accuracy of all bills and vouchers that may be presented for payment; and he shall prepare for presentation to the Annual Meeting a Financial statement of the affairs of the Institute for the preceding year, which shall be audited by an Accountant to be approved by Council.

ADMISSION OF MEMBERS.

16. When anyone is proposed for Honorary Membership his nomination shall be supported by an unanimous vote of Council. Afterwards, the Honorary Member elect shall be notified of the action of Council and on receipt of his acceptance, his election shall be confirmed.
17. Anyone seeking admission to any of the classes, except that of Honorary Member, must make application on the official form (Form A.) His application must be accompanied by the Annual membership fee for the class which he seeks to enter and must be supported by the signatures of at least three Corporate Members in good standing; and the applicant must also undertake, in case of election, to comply with all the conditions imposed by Council for admission to that class.

MEMBERSHIP FEES.

18. The Annual Fees shall be as follows:—

Corporate Members	Five Dollars
Associates	Five Dollars
Students	Two Dollars and Fifty cents.

19. Honorary Members shall not be required to pay an Annual subscription.
20. All annual subscriptions shall be due and payable on the first day of April of each year (and a bill for the same shall be mailed to each member by the Secretary-Treasurer) at least one month before that date.
21. Anyone in arrears of fees for one year or more shall forfeit all the privileges of membership; but no member shall be struck from the rolls except after due notice thereof being given.

RESIGNATIONS AND WITHDRAWALS.

22. It shall be permissible for any member to resign from the Institute or to withdraw for a time, but the member so resigning or withdrawing must be in good standing at the time, and such resignation or withdrawal must be submitted to and approved by Council.

MEETINGS.

23. The Annual Meeting of the Institute shall begin on the first convenient date following the 31st day of March as fixed by Council and notice thereof shall be mailed to members at least twenty-one days before the date fixed upon for the meeting.

The Council shall lay before the meeting a Report of the proceedings of the Institute for the year preceding. The Secretary-Treasurer shall present a Financial Statement for the year, and the address of the retiring President shall be delivered. The result of the election of officers shall be announced, and any other matters deemed of interest to the Institute may be taken up.

Ten Corporate Members shall form a quorum.

24. Special meetings shall be called by the President on the written request of five members.
25. Council shall meet on such dates as may be decided upon. Previous to each meeting the Secretary-Treasurer shall prepare an agenda of the business to be transacted, and shall send a copy of the same to each member of Council. Members, not resident in Ottawa and unable on this account to attend a meeting, may write the Secretary-Treasurer giving their views on the several matters to be taken up, and such views shall be laid before

Council and shall be given due consideration.

Four members shall form a quorum.

ELECTION OF OFFICERS.

26. The nomination of Officers of the Institute shall be made by a Nominating Committee appointed by Council.

The Nominating Committee in preparing a ballot shall endeavour to give proper representation to the several professions whose members make up the Institute, as well as to the several classes of members of the Institute, and to the different sections of the country.

Additional nominations for the Officers' Ballot signed by three or more members and accompanied by acceptance of those nominated shall, if received in time, be accepted by Council and placed on the Ballot along with the names submitted by the Nominating Committee.

The Officers' Ballot after being approved by Council, shall be printed and mailed to each Corporate Member at least thirty days before the Annual Meeting.

Voters may strike out names from the Officers' Ballot and may substitute other names therefor.

Officers' Ballots must be in the hands of the Secretary-Treasurer by twelve o'clock noon of the day of the Annual Meeting, when the poll shall close and the ballot shall be canvassed publicly by scrutineers appointed by the meeting.

27. In case of a tie between two or more candidates for any Office, the Annual Meeting shall elect by ballot the officer from among the candidates so tied. In case of a further tie, the Presiding Officer shall cast the deciding vote.
28. The Presiding Officer shall announce to the Annual Meeting the names of the Officers elected.

LOCAL BRANCHES.

29. Approval of Council having been first obtained, a Local Branch of the Institute may be formed in any city or district where the resident members desire it.

Such Local Branch shall be known by the name of the city or district in which it has its headquarters.

30. Only members of the Institute shall be eligible for membership in a Local Branch.
31. Immediately after organization, each Local Branch shall submit to Council a copy of their proposed By-Laws, and the Local Branch shall not be considered duly established until such By-Laws have been approved by Council.

Amendments and new By-Laws must be dealt with in the same way.

32. The Chairman of a Local Branch shall be *ex-officio* a member of Council.
33. When an application for membership has been received from a resident of a city or district in which a Local Branch has been organized, it shall be the duty of the Secretary-Treasurer to submit such application to the Executive of the Local Branch with a request for their view on the suitability or otherwise of the applicant. Time having been given for a reply, he shall attach such reply, if any, to the application when submitting it to Council.

AMENDMENTS.

34. Proposed amendments to the By-Laws of the Institute must be in writing, signed by at least three members and submitted to the Secretary-Treasurer before the Annual Meeting. They may also be introduced directly by Council. Such amendments shall be in order for discussion and amendment at the Annual Meeting. If adopted they shall immediately thereafter be printed as a letter ballot and a copy sent to every Corporate Member.

The letter ballot shall be returnable to the Secretary-Treasurer within two months after the Annual Meeting and shall then be counted by him, and the result reported to Council.

An affirmative vote of two-thirds of the ballots cast shall be necessary to the adoption of any amendment.

Amendments so adopted shall take effect immediately, unless they be such as to affect the Acting Board of Officers, in which case they shall not take effect until after the next Annual Meeting.

